

THE ROUTE  
COCONINO COUNTY COMMUNITY DEVELOPMENT BUILDING DIVISION

The Purpose of The Route is to describe the process of permitting and to aid in planning prior to the submittal of plans. *Note:* Not all sections or items apply to every project.

1. Planning and Zoning – A Division of Community Development
  - a. Property identification – Assessor Parcel Number (APN) and subdivision, lot and unit (when applicable). Assessor Maps, addresses
  - b. Legality of parcel – improperly split, proof of ownership, size of lot according to zone
  - c. Property Access – Roads and easements, fire roads  
No property shall be land locked
  - d. Use permits – Adapting a use in an established zone, P & Z Commission approval
  - e. Other Zoning – Zone Change, Variances, Temporary Use Permit, Home Occupation, Cottage Industry, Bed and Breakfast, Lighting Permits, Sign Permits, Design Review Overlay, zoning maps, change of use.
  - f. Site plan approval – proper zone, setbacks, flood plains, administrative adjustments, agricultural uses, fences, pools. Design review for specific areas.
  - g. Forest Service – Building permits required, no zoning requirements, provide property identification, forest lease agreement.
  - h. Improvements - roads – improvement districts, property drainage, fire districts
  - i. Planning – Comprehensive Plans, Area Plans, Subdivision Plats, General Plan
  - j. Staff Review – County departments to comment on upcoming projects.
2. Design Requirements
  - a. Prime professional/Designer - architect, contractor, owner-builder, consultant, designer. Licensed professions regulated by Technical Board of Registration.
  - b. Exempt from licensed professionals – single family dwelling and their accessory structures.
  - c. Does the project require licensed professionals, architects and engineers. Plans stamped by architects and engineers. Joint efforts, one of the individuals shall act as the prime professional.
  - d. Architect required by state statutes for commercial projects - area greater than 3,000 sq. ft., occupancy more than 20 persons, public works (public monies), additions and alterations to all of these structures.
  - e. Specific engineered items of construction – SFD and commercial
  - f. Plan preparation – site plan, architectural, structural, civil, individual trades, and fire protection.
  - g. Some subdivisions have Design Review Boards and require that the plans are approved by them before permit may be issued. See list of Home Owner Associations that require approval.
  - h. Americans with Disabilities Act (ADA) - Accessibility design.

2. Waste water

- a. Every structure with plumbing fixtures, shall have a drain line connected to an approved waste water system
- b. Septic – County Health Dept.: permit to construct and approval to operate before occupancy.
- c. Alternate systems – County Health Department or ADEQ: Engineer design and Certificate of Completion
- d. Sewer – public utility or private system  
Sewer permits: Pinewood, Tusayan, and Kachina Village – Kachina Village utility to review the plans.

4. Civil requirements

- a. Road encroachment permit – establishing a driveway off of county maintained roads. Any work in the right of way. Culvert permit from Public Works.  
Storm drains and maintained right of ways.  
Non-maintained roads for new driveways – encroachment applications needed
- b. State roads – ADOT
- c. Hydrology – every vacant parcel with new construction, the County Hydrologist will do an on-site review of water drainage prior to the issuance of a permit.  
Surface water drainage shall not affect roads & adjacent properties, design swales to divert water to safe location.
- d. Grading & Excavating permit – Public Works. Any excavation or fill in excess of 50 cubic yards, permit required.
- e. Fills & compaction – civil engineer, soil material design for installation and compaction, soil tests required.  
Retaining walls – required on sloping grades and basements
- f. Flood plains – hydrology study by civil engineer. Certificate of Elevation required.
- g. Subdivisions – roads, curbs, sewer, water and gas lines, drainage, hydrants.
- h. Arizona Blue Stake - call before you dig. 1-800-STAKE-IT

5. Fire Safety – Uniform Fire Code – State and local levels

- a. Fire Marshal – State level plan review and inspections required
  - 1. Schools & public buildings (public monies)
  - 2. Fuel installations, tanks, vaults & dispensing
  - 3. Hazardous materials – EPA regulated
  - 4. Fire sprinklers – approval service for county – request letter for plan review to State
  - 5. Elevators - State inspected
- b. Fire Chief – local level
  - 1. Various fire districts
  - 2. Commercial approval – local chief plan review
  - 3. Fire sprinkler approval – allowed when chief is skilled
  - 4. Urban – Wildland Interface Code – recommend for areas without fire protection. Sprinklers, noncombustible exterior and fire resistive construction.
  - 5. Fire protection during construction.

- c. Automatic fire sprinklers
    - 1. Specific Area Requirements – see #7  
Oak Creek Canyon - Sedona Fire District
    - 2. Residential installation – permit optional; permit required when the development requires sprinklers.
    - 3. Commercial – when required by code, sprinkler permit required, plans approved by the state or an approved third party.
  - d. Uniform Fire Code
    - 1. Specific items adopted see Ordinance
    - 2. Design standards for: high piled combustible storage, fire access roads hydrants at commercial sites, minimum water flow requirements for fire protection
6. Utilities – availability in remote areas – minimum requirements
- a. Potable water – mandated by code where plumbing fixtures are installed
    - 1. Public utility – state regulated, approved water purveyor
    - 2. Private – well or hauling. Water tank and pressurized system
    - 3. Reclaimed water - dual piping systems, third party certification required.
  - b. Electrical - mandated by code for service within 300'
    - 1. Public utility – APS, Garcane, Page Electric  
Commercial or residential systems
    - 2. Private systems – Generator, solar, wind  
Uses (general circuitry, equipment, heating)
  - c. Gas
    - 1. Natural – public utility
    - 2. Propane – individual suppliers  
Below or above ground tank
  - d. Corporation Commission – regulates private systems serving seven or more individuals
7. Specific Area Requirements
- a. Homeowner association approval stamps
    - 1. Forest Highlands
    - 2. Starlight Pines
    - 3. Pine Canyon
    - 4. Grenehaven
    - 5. Indian Gardens
    - 6. Blue Ridge Estates
    - 7. Tamarron Pines
    - 8. Flagstaff Ranch (Also, Fire Chief Approval letter) The H.O.A. must be stamped on the plans before we will accept them in for review.
    - 9. Mogollon Ranch
  - b. Development Review Overlay – Commercial, industry, multi-family; Tusaysan, Timberline, Fernwood, Doney Park, Mountaineer, Kachina Village, Parks, Oak Creek
  - c. Fire sprinklers required – Oak Creek Canyon, Sedona Fire District, Flagstaff Ranch, Creighton Estates, new developments outside fire districts

8. Builder
  - a. Contractor- General, Sub-contractors; Registrar of Contractors, Bond Certificate, required licensing for specific scope of work.
  - b. Owner-builder - Residential only; sell or rent, must maintain for one year after C of O; employee hiring, state and federal tax withholding, workman's comp.
  - c. Any commercial project requires licensed contractors  
As well, for residential for sale or rent
9. Manufactured Housing
  - a. Office of Manufactured Housing (Arizona State) Office mandated by state statute
  - b. Manufactured Homes – Red Label – HUD (since 1976)
    1. Mobile Home Parks, MHP, AR and General zones only
    2. I. G. A. – County agrees with state for manufactured homes, permits and inspections, installation according to state standards.
    3. Mobile Home Foundation – county minimum requirements for lending institutions for permanent setup
  - c. Modular Homes – Blue Label – UBC
    1. Commercial Buildings
    2. Residential Units – specific zoning requirements in Residential Zones
    3. Engineered Foundation or UBC conventional foundation
    4. Meet all local UBC building requirements for snow load, foundation and frost line, wind tie downs.
    5. State approval of local requirements for site plan and specific jurisdiction rules and ordinances before permit is issued.
  - d. Mobile Homes – Pre-HUD, prior to 1976. Rehab special inspection with approval prior to issuing a Manufactured Home Permit. Fire and Life Safety checklist.
10. The Health Department – Commercial plan review required
  - a. Food service-restaurant, deli, convenience store, school cafeteria, banquet rooms,
  - b. Transient living quarters – hotels, motels, lodging houses for 3 or more, bed and breakfast
  - c. Swimming pools  
Public – County Health review, ADEQ  
Private – waste water issues
  - d. Medical clinics - licensing, Arizona State Department Health Services
11. Special Occupancies– Check NEC and UFC for all uses
  - a. Commercial kitchens – Health Department
  - b. Gas stations, fuel dispensing and storage – State Fire Marshal approval
  - c. LP Tanks for dispensing - State Fire Marshal approval
  - d. Vehicle repair garage
  - e. Schools – State Fire Marshal approval. All schools in Coconino County shall be of one-hour fire resistive construction.
  - f. Hazardous classified locations – fuel storage vaults, require hazard area engineer.
  - g. Spray painting EPA requirements, Uniform Fire Code
  - h. Industrial Uses
  - i. Agricultural Uses

- j. Asbestos abatement - Commercial demolition and remodel and four or more dwelling units (NESHAP)
12. Building Department - A division of Community Development
- a. Application – complete submittal of plans, deposit, counter review
  - b. Planning and Zoning – approval prior to issuing building permits. Site plans always required. Revisions to be reviewed by P & Z.
  - c. Required building permits - all construction, check with Building Department for exceptions.
  - d. Waste water approval – septic, alternate system, sewer
  - e. Potable water available
  - f. Encroachment permit application. The third site plan – Public Works, culverts, work in the right of way, hydrology study, grading and excavating
  - g. Plan review – check lists for residential and commercial, code items, fire and life-safety, structural, ADA, approved plans, job site ready
  - h. The Route – To meet all applicable items above before permit is issued
  - i. Building permit – fees paid, issuance, approval to start work
  - j. Inspections – approvals, corrections, all phases of construction
  - k. Private road standards – conformance of road with Private Road Ordinance prior to combustible construction material on the jobsite.
  - l. Electric and gas service green tag required for hook-up.
  - m. Forest Service leased land – I.G.A. with the Coconino and Kaibab Forests, building permits required.
  - n. Special inspections - fee required
  - o. Demolition permits – commercial; NESHAP application
  - p. Commercial remodel – NESHAP application
  - q. Change of use – remodeling permit, special inspection, tenant improvement
  - r. Final approval – building inspector
    - 1. Final inspection – residential or commercial
    - 2. Planning and Zoning inspection and approval for commercial; zoning requirements, parking, lighting, landscaping; flood plains, Certificate of Elevation required; prior to Certificate of Occupancy.
    - 3. Waste water system installed and Approval to Operate
    - 4. Encroach permit approval
    - 5. Fire Marshal approval – sprinklers, gas stations, schools, public buildings, etc.
    - 6. Health Department approval food service – commercial only
    - 7. Certificate of Occupancy - All commercial required, issued by the Building Official, single family dwelling and manufactured homes (optional).  
All applicable departments must approve prior to the final approval and C of O.

IF YOU HAVE ANY QUESTION PLEASE CALL  
 Contact Phone: (928)-226-2700  
 Web Site: [www.coconino.az.gov](http://www.coconino.az.gov)